

厚木基地空席広報

VACANCY ANNOUNCEMENT

広報番号 : Announcement No.	A-09-020
一次選考締切り日 : 1 st Cut Off Date	18 FEB 2009
募集締切り日: Closing Date	選考決定まで継続 Open until filled
発行日: Date of Issue	11 FEB 2009

1.職種名 Job title (等級 Grade <u>1-4</u> / 語学等級 LAD <u>2</u>) Administrative Specialist, MLC #9		募集人数 No. of Recruitment 1 名	4.募集範囲 Area of Consideration <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance <input type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide <input type="checkbox"/> 外部 Off Base Applicant
2.部隊 Activity Aircraft Intermediate Maintenance Detachment (AIMD) Atsugi, Commander, Fleet Air, Western Pacific (CFWP) 勤務場所 Working Place: 綾瀬市大上 Oogami, Ayase-Shi		5.雇用の種類 Type of Employment <input checked="" type="checkbox"/> MLC <input type="checkbox"/> IHA <input type="checkbox"/> 時間制 HPT <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term	
3.勤務時間 Work Schedule (週 <u>40</u> 時間制hr/wk) 勤務日 Work Days : Mon-Fri 勤務時間 Work Hours : 0700-1600 <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input checked="" type="checkbox"/> 出張 Business Travel			
6.職務内容 Duties Serves Assistant AIMD Officer (AOIC) and Administration Officer. Provide administrative support to AOIC in managing the department's Temporary Assigned Duty (TAD) orders to included order modification, no-cost orders, medical evacuation, emergency leave and travel claims. Tracks entire department's leave to include unfounded Environmental and Morale Leave Program (EML), Consecutive Oversea Tour (COT) and Oversea Tour Extension Incentives Leave Programs (OTEIP). Provides assistance to all MLC with uniform item, time card and liaison for Human Resources Office (HRO). Performs other related duties as assigned.			
7. 職務状況 Working Condition:			
8.資格要件／身体条件 Qualification/Physical Requirements - One year of work experience in any clerical, administrative, or technical field or completion of four-year college in any field. - Skill in operating a personal computer system (MS-Office Suite, Word, Excel) and typing skill. - Ability to speak, read and write English at average proficiency level (LAD-2). Instruction for Applicants: Non-Japanese Applicants: Only those who possess permanent residency visas are eligible. <u>Please attach a copy of alien registration certificate (both front and back sides) and copy of your passport (picture and visa stamp pages) to your application.</u> Former US Military Members: Please attach DD Form 214 to your application. Former military retirees must first obtain approval for employment under foreign government from the Chief of Naval Personnel and attach the approval letter to be considered. - SOFA members and SOFA dependents (include SOFA spouse) are not eligible for MLC employment. *A handicapped applicant may be accepted, depending upon the degree and kind of disability.			
英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input checked="" type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional			
学歴 Educational Background : See Block #8 免許証／修了証 License/Certificate Required : N/A			

9.提出するもの Application and Associated Documents

- *☒ 空席応募用紙 Application for Vacancy Announcement (HROY Form 1) <http://hro.cnfnj.navy.mil>
 - *☒ 専門職務経歴書 Resume of Specialized Work Experience (HROY Form) <http://hro.cnfnj.navy.mil>
 - ***の記入は Complete * in** ☐ 日本語で Japanese ☒ 英語で English ☐ どちらでも Either
- HRO様式以外を使用する場合は、履歴書に必ず以下の事項を記入して下さい。空席広報番号、氏名、生年月日、電話番号、住所、学歴、応募する広報番号と職種名、職務経歴（会社名、雇用期間、週労働時間、詳しい業務内容や主な業績など）。To be considered for selection, resume must include at least the following information: Announcement number, full name, phone number, address, SOFA status, education backgrounds, work experience (periods of employment, company name, description of major work, weekly hours of work) Any special skills and licenses related to the duties of the position to be filled.
- ☒ 英語の能力を証明するものの写し Certificate of English Proficiency (Copy)
 - ☒ 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm)
- 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 80 yen stamp (MPS is unacceptable.)
- ☒ 日本国籍以外の方は、外国人登録証及びパスポート/査証のコピー For non-Japanese citizen applicants, copy of Alien Registration Card and Passport/Visa.

問い合わせ先 for Job Inquiries	提出先 Office to Submit	事務処理欄 For Official Use
担当部署／担当者名 Office/POC HRO Atsugi Satellite Office 厚木基地人事部 ☎0467-78-2661 (DSN) 264-3426 / 3624	〒252-1101 神奈川県綾瀬市大上 Oogami, Ayase-Shi 厚木基地人事部 HRO BOX12	PDN: CFWP-30-002

*履歴書及び添付書類は所定の締切日午後三時までに上記住所必着のこと。Send application and attachments to HRO Atsugi SO by 1500 of the Cut Off/Closing date of the announcement.

*応募時点で MLC/IHA 規定の雇用資格を満たしていない応募者は選考の対象となりません。Ineligible applicants will not be referred for consideration.

*提出された応募書類はお返ししません。Submitted applications will not be returned.